

EMPLOYEE TRAINING RECORD

TRAINING TITLE Uncovering Potential Accidents - Before They Happen

KEY TEACHING POINTS

- Every 18 seconds, someone somewhere in the United States is injured on the job. You can avoid being an accident statistic - if you know what to look for and take the time to observe your workplace surrounding. Many workers follow safety rules but don't make safety a daily routine. They haven't developed the habit of identifying hazards and taking responsibility for workplace safety and health. Workers must develop a "safety mind-set" so that hazard identification becomes second nature.

KNOWING WHAT COULD HAPPEN

- The key to hazard identification - and accident prevention - is simple: Before you start any task, think about what could go wrong, then take action to avoid the hazard.
- Workers must apply this rule every hour of every workday to substances, equipment, procedures, and situations. It's particularly important for new workers - or experienced workers on new jobs or equipment. Here are some questions that you should ask yourself on the job:
 - Could something in the area make the chemical I'm working with catch fire or explode?
 - Does the chemical produce vapors that could be toxic?
 - Could something in the work area make a person slip, trip, or fall, or have something fall on them?
 - Is the emergency exit, aisle, or stairwell blocked?
 - Is a tool or machine not working correctly?
- This list of questions could go on; the point is to look ahead to what you are doing or where you are going to go; think about what could go wrong; and act to prevent the worse-case scenario from happening.

BEWARE OF THE OBVIOUS

- Material or electrical cords on the floor
- Open drawers or cabinet doors or tools hanging off a work surface
- Loose flooring or carpeting, wet floors, holes or cracks in the floors
- Overloaded electrical circuits, live wires, or electrical equipment
- Open containers of chemicals or flammable scrap
- Lack of ventilation

IDENTIFYING UNSAFE ACTS

- Hazard identification extends to unsafe acts as well as unsafe conditions. Workers must ask co-workers acting unsafely to shape up, too, if they are:
 - Improperly handling material or machinery
 - Skipping steps in a process or procedure
 - Running instead of walking
 - Engaging in horseplay or carelessness
 - Being inattentive or abusing drugs or alcohol

CORRECTING HAZARDS

- Hazard identification is valuable only if it is followed by corrective action. Even if another worker causes the hazard, workers must take the responsibility to either correct the hazard or report it to a supervisor.
- Workers are encouraged to report hazards without fear of recrimination. Everyone's personal safety and health are at risk.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 Hazard identification is valuable only if it is followed by corrective action.		
2 Even if another worker causes the hazard, workers must take the responsibility to either correct the hazard or report it to a supervisor.		
3 Workers are encouraged to report hazards without fear of recrimination.		
4 Hazard identification and correction is the sole responsibility of my supervisor		
5 Before you start any task, think about what could go wrong, then take action to avoid the hazard.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE